

**UNITED STATES COURT OF APPEALS  
ELEVENTH CIRCUIT**

<b>Position Title:</b>	<b>Assistant Librarian - U.S. District Court, Atlanta</b>
<b>Opening Date:</b>	<b>January 23, 2006</b>
<b>Closing Date:</b>	<b>February 3, 2006</b>
<b>Developmental Salary Range (CL 27/CL 28): With Full Performance Salary Potential to:</b>	<b>\$42,528 - \$63,188 \$82,863</b>

The Central Library of the U.S. District Court, Northern District of Georgia, a branch library of the U.S. Court of Appeals, has an opening for a **Branch Librarian**. Persons interested in applying for this position should submit a cover letter and resume by **February 3, 2006 (or until filled)** to:

Cheryl Vessels  
Human Resources Manager  
Eleventh Circuit  
United States Court of Appeals  
56 Forsyth Street, NW  
Atlanta, Georgia 30303

***The selected candidate will be subject to a background check as a condition of employment.***

Reimbursement for expenses associated with interview(s) and/or relocation is not available.

**ORGANIZATION:** The incumbent will report directly to the Circuit Librarian and will be responsible for managing the court library in the Richard B. Russell Building and Courthouse.

**REPRESENTATIVE DUTIES:**

- Manages a library program providing print and electronic sources for judges and their staffs and other court personnel.
- Using print and electronic sources, performs or assists with legal and non-legal research and reference services for judges and their staffs and other court personnel.
- Provides education and training to court staff on Lexis-Nexis, Westlaw, the Internet and other research sources; develops training programs and training tools, library promotional materials, and research guides in print and electronic formats as needed.
- Assists in collecting, creating and organizing content for website publication.
- Serves as a team member in providing electronic services and outreach through email and intranet resources.
- Performs all required acquisitions functions for library, chambers, and other court offices.
- Participates in decisions affecting budget management for acquisitions and library operations.
- Supervises technical staff.
- Works as a team member in coordinating services with other branch libraries.
- Performs interlibrary loan transactions for court personnel.
- Assists Circuit Librarian and Deputy Circuit Librarian in developing, reviewing, and evaluating circuit and branch library programs, policies, methods, and techniques.
- Assists with recruitment for new library employees as needed.
- Travels to division offices of District Court.
- Represents the Eleventh Circuit Libraries and/or the N. Ga. Branch library at meetings.

**REQUIRED QUALIFICATIONS:** M.L.S. degree or equivalent from an ALA-accredited library school, one year of library experience including at least one year equivalent to work at CL 25 level. Applicant must be a United States citizen or eligible to work for the federal government.

**PREFERRED QUALIFICATIONS AND SKILLS:**

- Experience in library systems with multiple locations.
- Ability to prioritize demands from multiple judges and/or other library users.
- Excellent oral and written communication skills.
- Experience with an Integrated Library System. The Eleventh Circuit Libraries use Sirsi Unicorn.
- Skill in the use of Windows-based personal computers and basic office applications software.
- Experience in website design, graphic design, web based delivery of information.
- Skill in creating bulletins, newsletters and other outreach materials in print and electronic formats.
- Working knowledge of the principles and standards of cataloging and classification.
- Practical experience in acquisitions, cataloging, and technical services.
- Demonstrated skills in reference and legal research using print and electronic resources.
- Aptitude for performing functions requiring a high degree of accuracy and careful attention to detail.
- Experience supervising and/or working with people at all levels.
- Ability to handle occasional moderate to heavy physical activity.

**SPECIALIZED EXPERIENCE:** Progressively responsible experience that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of library management. Although law library experience is preferable, other library experience is acceptable.

## EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

<b>PAID VACATIONS</b>	From 13 to 26 days per year depending on length of federal service.
<b>PAID HOLIDAYS</b>	10 days per year
<b>SICK LEAVE</b>	13 days per year
<b>HEALTH INSURANCE</b>	Employees may participate in the Federal Employees Health Benefits Program, and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
<b>LIFE INSURANCE</b>	Employees may participate in the Federal Employees Group Life Insurance Program.
<b>FLEXIBLE BENEFITS</b>	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
<b>LONG-TERM CARE INSURANCE</b>	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
<b>WITHIN-LEVEL SALARY INCREASES</b>	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
<b>TIME IN SERVICE</b>	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
<b>RETIREMENT</b>	Employees contribute 8.45% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 8.45%, 6.2% goes to social security, 1.45% goes to Medicare, and .8% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

**THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS**